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EYES ONLY

26 MAR 1971

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, CSP
SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-05 to GS-06

25X1A9a

1. [REDACTED] joined ORD in June 1969 as a Secretary-Stenographer, GS-05, step 1, and was a GS-05, step 2, when assigned to the Applied Physics Division 17 June 1970. She is currently assigned to the Audio/Microtechnology Branch of AP/ORD.

25X1A9a
2. During the past nine months that she has been with AP/ORD, [REDACTED] has shown a considerable amount of secretarial expertise in the performance of her duties. Also it should be noted that the work in this area is primarily of a technical nature and requires a great amount of proficiency and accuracy. [REDACTED] has proven herself quite capable in these respects as well as exhibiting a conscientious endeavor in her efforts. She is hardworking, willing to carry her share of the office workload, and is a poised, well-mannered young lady - a definite asset to the office.

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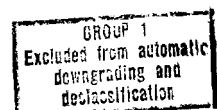
3. It is recommended that [REDACTED] be promoted from a GS-05, step 2, to a GS-06, step 1.

SIGNED

25X1A9a [REDACTED]

AC/AP/ORD/DD/S&T

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25X1A9a

Subject: Recommendation for Promotion -
GS-05 to GS-06

RECOMMEND APPROVAL:

SIGNED

7 APR 1971

Chairman, Special Panel, CSP

Date

APPROVAL:

Director of Research and Development

Date

Distribution:

- Orig. & 1 - Addressee
- 1 - CSP, Special Panel
- 1 - ORD Personnel
- 1 - AP/ORD

AP/ORD/DD/S&T/jd (3486, 26 March 1971)

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